

Medical Surveillance Exam Completion Report Instructions

With Visual Examples
October 2014

General Information

- The Medical Surveillance Exam Completion Report spreadsheet will take about 10 to 15 seconds to open.
- Not all of the medical surveillance exams listed in the Completion Report spreadsheet are applicable to every command. Most commands may have less than 10 applicable exams. Industrial commands (maintenance depots, shipyards, etc.) will have a greater number of exams applicable to their personnel.
- Military and Federal civilian personnel should be included in the data input.
- Do not alter the spreadsheet format. Do not move, reorganize, or delete rows or columns.
- Be careful to not accidentally delete the formulas contained in columns D and E in the green “Master” worksheet tab.
- The **“PASTE SPECIAL”** function must always be used (instead of the usual “Paste” function) when entering direct report subordinate command inputs to build a Consolidated Completion Report
 - ***See the “Building a Consolidated Medical Surveillance Exam Completion Report” section for more info on the “PASTE SPECIAL” function***
- The Completion Report spreadsheet will automatically calculate the following:
 - Total number of command personnel requiring medical surveillance or certification exams
 - Total number of command personnel within exam periodicity
 - Medical surveillance exam completion rate (compliance) for each individual program

Gathering the Data

- Commands may use whatever electronic or manual method they currently use for medical surveillance program management to obtain the data needed to fill out the Medical Surveillance Exam Completion Report spreadsheet
- Examples of some tracking systems or methods include:
 - ESAMS- Enterprise Safety Applications Management System
 - SAMS- SNAP Automated Medical System
 - MRRS: Medical Readiness Reporting System
 - OSHSYS: Occupational Safety and Health System
 - MES: Medical Events Scheduling
 - Excel spreadsheets
 - Access databases

Medical Surveillance Programs

- Selection of personnel for medical surveillance programs is based primarily on the results of the Industrial Hygiene (IH) survey and is driven by exposures to chemical and/or physical hazards. This is "hazard-based" medical surveillance
- Specialty exams are intended to ensure that persons working in positions with assigned medical standards are healthy enough to perform their assigned duties and tasks
 - The requirements for Specialty exams can come from a variety of different sources such as civilian position descriptions, Navy rate or specialty requirements (such as aviation or diver), OSHA regulations, etc., and the medical examiner is asked to determine whether or not a worker is medically capable of performing the duties of the job
 - Specialty Examinations are generally not discussed within the command Industrial Hygiene survey
 - See Chapter 7 of the "Medical Matrix" (NMCPHC-TM 6260) or contact your supporting Medical Department Representative (MDR) or Occupational Health clinic for more information

Download a Blank Completion Report

- Download the Medical Surveillance Exam Completion Report at the following link:

[http://
www.public.navy.mil/navsafecen/Documents/OSH/MedicalSurv/NavMedSurvExamCompRpt.xlsx](http://www.public.navy.mil/navsafecen/Documents/OSH/MedicalSurv/NavMedSurvExamCompRpt.xlsx)

- Save the file using the format “Command Name_Medical Surveillance Completion Report”

Ex. USS Neversail_Medical Surveillance Completion Report

Entering Medical Surveillance Exam Completion Data

D116 fx

	A	C	D	E	F
	Medical Surveillance Examination Code	Medical Surveillance Program Examination Name	Total Number of Command Personnel Enrolled in Program (Denominator)	Number of Enrolled Personnel Who Completed Required Exam (Numerator)	Percentage of Command Personnel Who Have Completed Exam (Automatically Calculates)
1					
113	720	EXPLOSIVES VEHICLE OPERATORS			#DIV/0!
114	707	FIREFIGHTER (COMPREHENSIVE)			#DIV/0!
115	709	FOODSERVICE PERSONNEL	23	17	74%
116	710	FORKLIFT OPERATOR			#DIV/0!
117	718	FREON (HALOALKANE) WORKERS			#DIV/0!
118	711	HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS			#DIV/0!
119	719	HEALTH CARE WORKERS (HCWs)			#DIV/0!
120	706	MOTOR VEHICLE OPERATORS (DOT)			#DIV/0!
121	712	MOTOR VEHICLE OPERATOR (OTHER THAN DOT)			#DIV/0!
122	713	NAVAL CRIMINAL INVESTIGATIVE SERVICE			#DIV/0!
123	714	POLICE/GUARD SECURITY			#DIV/0!
124	716	RESPIRATOR USER CERTIFICATION EXAM	47	45	96%
125	717	SUBMARINE DUTY			#DIV/0!
126	702	WASTEWATER/SEWAGE WORKER			#DIV/0!
127	704	WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF)			#DIV/0!
128	708	WELDERS/BRAZERS/NON-DESTRUCTIVE INSPECTION TECHS			#DIV/0!
129					
130	OVERALL COMMAND (ALL EXAMS) COMPLETION DATA (CY13):		425	372	88%
131	OVERALL COMMAND AUDIOGRAM COMPLETION (CY13):		320	287	90%
132	Chemical Stressor Exam Completion (CY13):		14	6	43%
133	Physical Stressor Exam Completion (CY13):		320	287	90%
134	Mixed Exposure Exam Completion (CY13):		21	17	81%
135	Certification Exam Completion (CY13):		70	62	89%
136	COMMAND NAME:				
137	Blue items are exams required by OSHA for certain personnel dependent on their level of exposure or job title (regulatory exams). Low completion rates in these programs must be high priority to address.		***ALWAYS USE THE "PASTE SPECIAL" FUNCTION WHEN PASTING ANYTHING INTO THIS PAGE AND CHOOSE THE "VALUES" OPTION***		
138			Color Coding:		
139	All Commands: Data should include numbers of military and Federal civilian personnel.		Satisfactory (≥90%)		
140			Improvement Required (70%-89%)		
141			Unsatisfactory (<70%)		
142	Click here for the Medical Surveillance Exam Completion Report Instructions.				

A	C	D	E	F
Medical Surveillance Examination Code	Medical Surveillance Program Examination Name	Total Number of Command Personnel Enrolled in Program (Denominator)	Number of Enrolled Personnel Who Completed Required Exam (Numerator)	Percentage of Command Personnel Who Have Completed Exam (Automatically Calculates)
1				
113	720 EXPLOSIVES VEHICLE OPERATORS			#DIV/0!
114	707 FIREFIGHTER (COMPREHENSIVE)			#DIV/0!
115	709 FOODSERVICE PERSONNEL	23	17	74%
116	710 FORKLIFT OPERATOR			#DIV/0!
117	718 FREON (HALOALKANE) WORKERS			#DIV/0!
118	711 HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS			#DIV/0!
119	719 HEALTH CARE WORKERS (HCWs)			#DIV/0!
120	706 MOTOR VEHICLE OPERATORS (DOT)			#DIV/0!
121	712 MOTOR VEHICLE OPERATOR (OTHER THAN DOT)			#DIV/0!
122	713 NAVAL CRIMINAL INVESTIGATIVE SERVICE			#DIV/0!
123	714 POLICE/GUARD SECURITY			#DIV/0!
124	716 RESPIRATOR USER CERTIFICATION EXAM	47	45	96%
125	717 SUBMARINE DUTY			#DIV/0!
126	702 WASTEWATER/SEWAGE WORKER			#DIV/0!
127	704 WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF)			#DIV/0!
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136	COMMAND NAME: USS NEVERSAIL			
137	Blue items are exams required by OSHA for certain personnel dependent on their level of exposure or job title (regulatory exams). Low completion rates in these programs must be high priority to address. <div> ***ALWAYS USE THE "PASTE SPECIAL" FUNCTION WHEN PASTING ANYTHING INTO THIS PAGE AND CHOOSE THE "VALUES" OPTION*** </div>			
138		Color Coding:		
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Building a Consolidated Medical Surveillance Exam Completion Report (for ISICs)

Microsoft Excel ribbon showing tabs: Clipboard, Font, Alignment, Number, Styles, Cells, Editing. The formula bar displays 'COMNAVFACTYCOM'.

	A	C	D	E	F
	Medical Surveillance Examination Code	Medical Surveillance Program Examination Name	Total Number of Command Personnel Enrolled in Program (Denominator)	Number of Enrolled Personnel Who Completed Required Exam (Numerator)	Percentage of Command Personnel Who Have Completed Exam (Automatically Calculates)
1					
113	720	EXPLOSIVES VEHICLE OPERATORS			#DIV/0!
114	707	FIREFIGHTER (COMPREHENSIVE)			#DIV/0!
115	709	FOODSERVICE PERSONNEL		1	33%
116	710	FORKLIFT OPERATOR			#DIV/0!
117	718	FREON (HALOALKANE) WORKERS			#DIV/0!
118	711	HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS			#DIV/0!
119	719	HEALTH CARE WORKERS (HCWs)			#DIV/0!
120	706	MOTOR VEHICLE OPERATORS (DOT)			#DIV/0!
121	712	MOTOR VEHICLE OPERATOR (OTHER THAN DOT)			#DIV/0!
122	713	NAVAL CRIMINAL INVESTIGATIVE SERVICE			#DIV/0!
123	714	POLICE/GUARD SECURITY			#DIV/0!
124	716	RESPIRATOR USER CERTIFICATION EXAM	1	1	100%
125	717	SUBMARINE DUTY			#DIV/0!
126	702	WASTEWATER/SEWAGE WORKER			#DIV/0!
127	704	WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF)			#DIV/0!
128	708	WELDERS/BRAZERS/NON-DESTRUCTIVE INSPECTION TECHS			#DIV/0!
129					
130	OVERALL COMMAND (ALL EXAMS) COMPLETION DATA (CY13):		19	14	74%
131	OVERALL COMMAND AUDIOGRAM COMPLETION (CY13):		15	12	80%
132	Chemical Stressor Exam Completion (CY13):		0	0	#DIV/0!
133	Physical Stressor Exam Completion (CY13):		15	12	80%
134	Mixed Exposure Exam Completion (CY13):		0	0	#DIV/0!
135	Certification Exam Completion (CY13):		4	2	50%
136	COMMAND NAME:		COMNAVFACTYCOM		
137	Blue items are exams required by OSHA for certain personnel dependent on their level of exposure or job title (regulatory exams). Low completion rates in these programs must be high priority to address.		***ALWAYS USE THE "PASTE SPECIAL" FUNCTION WHEN PASTING ANYTHING INTO THIS PAGE AND CHOOSE THE "VALUES" OPTION***		
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Microsoft Excel ribbon showing tabs: Clipboard, Font, Alignment, Number, Conditional Formatting, Styles, Cells, Editing. The formula bar displays: $\text{=SUM(Start:End!D128)}$

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114	707	FIREFIGHTER (COMPREHENSIVE)	0	0	#DIV/0!
115	709	FOODSERVICE PERSONNEL	23	17	74%
116	710	FORKLIFT OPERATOR	0	0	#DIV/0!
117	718	FREON (HALOALKANE) WORKERS	0	0	#DIV/0!
118	711	HAZARDOUS WASTE WORKERS AND EMERGENCY RESPONDERS	0	0	#DIV/0!
119	719	HEALTH CARE WORKERS (HCWs)	0	0	#DIV/0!
120	706	MOTOR VEHICLE OPERATORS (DOT)	0	0	#DIV/0!
121	712	MOTOR VEHICLE OPERATOR (OTHER THAN DOT)	0	0	#DIV/0!
122	713	NAVAL CRIMINAL INVESTIGATIVE SERVICE	0	0	#DIV/0!
123	714	POLICE/GUARD SECURITY	0	0	#DIV/0!
124	716	RESPIRATOR USER CERTIFICATION EXAM	47	45	96%
125	717	SUBMARINE DUTY	0	0	#DIV/0!
126	702	WASTEWATER/SEWAGE WORKER	0	0	#DIV/0!
127	704	WEIGHT HANDLING EQUIPMENT (MANAGEMENT OF)	0	0	#DIV/0!
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Unclassified

FY13 NavMedSurvExamCompRpt Instructions version 2 - Microsoft Excel

FileHomeInsertPage LayoutFormulasDataReviewViewAcrobat

CutCopyPasteFormat Painter

Clipboard

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Align Center

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Conditional FormattingFormat as Table

Normal2NormalBadGood
NeutralCalculationCheck CellExplanatory...

InsertDeleteFormat

Cells

AutoSumFillClearSort & FilterFind & Select

Editing

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CutCopyPaste Options:Paste Special...Insert Copied Cells...Delete...Clear ContentsFormat Cells...Insert Page BreakReset All Page BreaksSet Print AreaReset Print AreaPage Setup...

PastePaste ValuesOther Paste OptionsPaste Special...

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ANYTHING INTO THIS PAGE AND CHOOSE THE "VALUES"

CY13 InstructionsMasterCOMNAVACTYCOMUSS NeversailCommand 3Command 4Command 5Command 6Command 7Command 8Command 9Command 10Command 11Command 12Command 13

Select destination and press ENTER or choose Paste

Average: 3.239837398Count: 246Sum: 797100%

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Unclassified					
FY13 NavMedSurvExamCompRpt Instructions version 2 - Microsoft Excel					
<div>FileHomeInsertPage LayoutFormulasDataReviewViewAcrobat</div> <div><div><div>CutCopyPasteFormat PainterClipboard</div><div>Calibri16A^A_A<div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div>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Resources

- Naval Safety Center maintains various tools to help commands properly complete the Medical Surveillance Exam Completion Report and help manage an effective medical surveillance program
- *Be sure to check out our new Safety and Supervisor's Guide to Medical Surveillance!*

[Naval Safety Center](#)
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